

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 44EFTC

1 SEPTEMBER 2004

Manpower Standard

**COMBAT READINESS TRAINING CENTER (CRTC)
FIRE PROTECTION AND TECHNICAL SUPPORT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Fire Protection and Technical Support. This ANGMS applies to the Combat Readiness Training Center, Fire Protection and Technical Support mission only, at the Alpena, Gulfport, Savannah and Volk Field CTRCs. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Combat Readiness Training Center function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date. 1 September 2004

1.2. Man-hour Data Source. Operational Audit method (historical record and technical estimate techniques).

1.3. Standard Man-hour Equation. $Y = 1$ (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Mr. Pat Welch, ANG/C4R

1.4.2. Manpower: Major Brian Cotton, ANG/XPME/OTLN

2. APPLICATION INSTRUCTIONS: This work center requires constant manpower of four authorizations. No other application instructions apply.

3. STATEMENT OF CONDITIONS: The conditions listed below had no affect on the development of this standard. Minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

AF -- Air Force

AFCESA -- Air Force Civil Engineer Support Agency

AEP -- Airport Emergency Planning

AFI -- Air Force Instruction

AFMAN -- Air Force Manual

AFOSH -- Air Force Occupational Safety Hazard

AFSC -- Air Force Specialty Code

ANGMS -- Air National Guard Manpower Standard

ARFF -- Aircraft Rescues Fire Fighter

BCE -- Base Civil Engineering

CFR -- Crash Fire Rescue

CRTC -- Combat Readiness Training Center

ETL -- Engineering Technical Letter

FAA -- Federal Aviation Administration

HAZMAT -- Hazardous Material

IAW -- In Accordance With

ICS -- Incident Command System

MAJCOM -- Major Command

MEP -- Management Engineering Program

NFPA -- National Fire Protection Association

ORM -- Operational Risk Management

OSH -- Occupational Safety and Health

OSHA -- Occupational Safety and Health Administration

UTA -- Unit Training Assembly

WCD -- Work Center Description

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period to time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Staffing Pattern. Constant manpower.

Work Center Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**WORK CENTER DESCRIPTION
COMBAT READINESS TRAINING CENTER (CRTC)
FIRE PROTECTION AND TECHNICAL SUPPORT**

Table A2.1. Listing of Functional Processes.

1.	MANAGEMENT.
1.1.	MANAGES THE BASE FIRE PROTECTION PROGRAM AND ORGANIZATION. Manages Fire Protection Program for fighter, cargo, and transient aircraft. Ensures firefighting vehicle equipment and personnel are always ready to operate, resources are used appropriately, and actions required to cope with emergency situations are incorporated into base plans and regulations.
1.2.	EXECUTES, IMPLEMENTS, AND MAINTAINS ACTIVE AND EFFECTIVE FIREFIGHTER OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM. Conducts firefighter OSH program/progress review and maintains firefighter record; develops and submits Operational Risk Management (ORM) plan for deficient area; develops long-term, non-compliant ORM plan submission to Major Command (MAJCOM) Civil Engineer; ensures Fire Department personnel are aware of OSH program deficient area, ORM-related plan, and work-around alternative until corrective action is taken; develops and submits firefighter OSH program progress report for noncompliant area; ensures non-compliant area is included in installation Air Force Occupational Safety and Health (AFOSH) program; establishes Fire Department OSH committee; and ensures non-compliant area is programmed and prioritized for funding.
1.3.	ORGANIZES CRASH FIRE RESCUE (CFR) OPERATION. Organizes CFR operation for military aircraft, including those armed or conveying conventional and/or special weapons, and civilian or civilian contract aircraft.
1.4.	IMPLEMENTS OPERATIONAL POLICY AND PROCEDURE. Analyzes Fire Department operation and determines potential outstanding and/or recurrent problem area and takes appropriate corrective measure. Provides guidance on crash rescue program to Base Civil Engineer (BCE) and Installation Commander. Establishes and enforces performance standards, local policies and procedures, and mutual aid and support agreement. Initiates command and control on disaster type operation or incident involving fire protection personnel and base initial response force. Develops and produces Center Disaster Response plan and initiates periodic base training to ensure overall proficiency. Routinely reviews and edits Airport Certification Manual and presents change to Regional Federal Aviation Administration (FAA) inspectors for implementation.

1.5.	SUPERVISES STAFF. Conducts evaluation, performs hiring, discipline, payroll documentation, and other supervisory matters.
1.6.	MANAGES THE AIRCRAFT AND STRUCTURAL FIRE TRAINING SIMULATORS. Manages and schedules the units deployed to the training center for live fire training. Organizes the operations and minor maintenance of the Fire Training Simulator.
1.7.	CHAIRS AIRPORT EMERGENCY PLANNING (AEP) COMMITTEE. Provides framework enabling airport and community fire, security, medical, and other resources to join in an effective, coordinated response to airport emergency. Produces integrated emergency plan.
1.8.	MANAGES FINANCIAL REQUIREMENT. Reviews budget estimate; coordinates budget planning; assesses requirement; and submits budgetary requirements. Manages utilization of Fire Department allocated funds.
1.9.	OVERSEES ADMINISTRATION AND DATA ENTRY OF COMPUTER SYSTEMS RELATING TO FIRE DEPARTMENT OPERATIONS AND RESOURCE MANAGEMENT.
2.	TECHNICAL SERVICES.
2.1.	PREPARES FOR AND CONDUCTS INSPECTION. Supervises the overall program, determines the frequency of inspections, and initiates corrective action to mitigate the deficiency. Maintains and submits a Fire Safety Deficiency report to MAJCOM for review. Develops initial inspection checklist by researching regulations, and drafting and reviewing final product. Reviews and updates inspection checklist to ensure currency; researches regulation; and drafts and reviews change. Prepares quarterly inspection schedule and reviews computer printout for accuracy of schedule. Posts schedule and changes to bulletin board. Notifies function of impending inspection.
2.2.	CONDUCTS SCHEDULED/UNSCHEDULED FACILITY INSPECTION. Conducts scheduled facility inspection, including inside and outside of facility, visual inspection of fire extinguisher, and installed fire protection system in the building. Conducts no-notice walk-through inspection of facility requiring more frequent inspection. Reviews facility folder and pre-fire plan; briefs building custodian and completes required documentation.

2.3.	<p>DEVELOPS AND REVIEWS FIRE PREVENTION REGULATION. Develops and updates Base Fire Prevention Regulation. Researches, drafts, proofreads, coordinates, and signs regulation. Reviews unit regulation or supplement to Base Fire Prevention Regulation initiated by other work center. Ensures compliance with the existing fire prevention policies and procedures. Maintains proficiency in all regulatory documents to include: National Fire Protection Association (NFPA), AFOSH, Air Force Civil Engineer Support Agency (AFCESA), Engineering Technical Letters (ETLs), and Occupational Safety and Health Administration (OSHA). Performs as member of Facilities Utilization Board. Reviews new construction planning document to ensure compliance with applicable fire safety codes and regulations.</p>
2.4.	<p>PERFORMS FIRE EXTINGUISHER MAINTENANCE. Issues or replaces extinguisher to using organization. Performs scheduled maintenance on extinguisher in accordance with applicable technical order and NFPA standards. Performs hydrostatic test of fire extinguisher hose and cylinder in accordance with NFPA codes. Winterizes water extinguisher by adding antifreeze solution to fresh water in cylinder. Performs necessary travel.</p>
2.5.	<p>PERFORMS PLAN REVIEW FOR FIRE SAFETY. Reviews building plan in accordance with national standards to ensure life safety considerations are included.</p>
2.6.	<p>PERFORMS FIRE ALARM/SECURITY ALARM MAINTENANCE. Performs maintenance and minor repair on base-wide fire alarm system.</p>
3.	<p>UNIT TRAINING ASSEMBLY (UTA) PREPARATION. Prepares training material to ensure military personnel will meet contingency requirement upon mobilization.</p>
4.	<p>HOST SUPPORT. If applicable, assists host Fire Chief in his absence.</p>
5.	<p>TENANT SUPPORT. Works with tenant ANG Fire Protection Flight to ensure readiness. Conducts courtesy inspection and provides necessary training and equipment to maintain unit proficiency.</p>

6.	<p>CONFINED SPACE PROGRAM CORE TEAM MEMBER. Team evaluates confined space in conjunction with work center supervisor; approves space entry permit; and annually approves master permit space entry procedures. Reviews contract specifications in the event contractor must enter or construct permit space. Terminates entry operation when entry is conducted in an unsafe manner. Reviews and assures accuracy of mutual aid agreement addressing confined space rescue and schedules practice rescue operation. Provides firefighting personnel with current Confined Space Locator Map and assessment of hazards associated with each confined space. Reviews proposed work in confined space for issuance of permit and non-permit required for work in confined space. Provides training to all entry personnel, attendants, and entry supervisors.</p>
7.	EMERGENCY RESPONSE PARTICIPATION.
7.1.	PROVIDES EMERGENCY RESPONSE TO IN-FLIGHT EMERGENCY, BARRIERS, ETC.
7.2.	PROVIDES STRUCTURAL ALARM RESPONSE.
7.3.	PARTICIPATES IN RESCUE OPERATION. Participates in aircraft egress, Aircraft Rescues Fire Fighter (ARFF) Program, and automobile extraction.
7.4.	PARTICIPATES IN MEDICAL EMERGENCY RESPONSE.
7.5.	PARTICIPATES IN HAZARDOUS MATERIALS (HAZMAT) RESPONSE.
7.6.	PARTICIPATES IN FUEL AND HYDRAZINE SPILL RESPONSE.
7.7.	PARTICIPATES IN MUTUAL AID/RECIPROCAL AGREEMENT ESTABLISHED AT LOCAL LEVEL.
7.8.	PARTICIPATES IN WILD LAND FIRE FIGHTING.
7.9.	PARTICIPATES IN ALARM ROOM OPERATION.
7.10.	PARTICIPATES IN INCIDENT COMMAND SYSTEM (ICS).
7.11.	PARTICIPATES IN MAJOR VEHICLE STANDBY. Provides major crash/fire/rescue vehicle at the site of on-going or expected hazardous operation.
7.12.	PARTICIPATES IN CONTINGENCY RESPONSE TO BOMB, ANTI-HIJACKING, OR TERRORIST THREAT, ETC.
7.13.	PARTICIPATES IN INSTALLATION EXERCISE AND ASSESSMENT.
7.14.	MAINTAINS HYDROCARBON RESPONSE TRAILER.
8.	<p>WORLD-WIDE DEPARTMENT OF DEFENSE FIREFIGHTER CONTINGENCY SUPPORT TRAINING. Provides personnel with day and night Aircraft Live Fire Training, Vehicle Operations Training and certification, Structural Firefighting Evolutions, Confined Space Rescue Training and</p>

	certification, Hazardous Material Response Training, and Aircraft Arresting Systems Rewind Team training.
9.	FORMAL EDUCATION HOSTED. Hosts Fire Chiefs' Management School, Interspiro Level B SCBA Maintenance School, Monaco Fire Alarm Operator and Maintenance School, and International Fire Service Accreditation and Certification course.
10.	CONTINUING TRAINING.
10.1.	MAINTAINS FIREFIGHTER PROFICIENCY.
10.2.	PERFORMS AS TRAINING OFFICER FOR CERTIFICATION/UPGRADE TRAINING OF CRTC FIREFIGHTERS.
10.3.	PROVIDES BASE HAZMAT TRAINING.
10.4.	RECEIVES EMERGENCY MEDICAL SERVICES TRAINING.
11.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****Table A3.1. Standard Manpower Table.**

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Fire Protection and Technical Support	Fire Protection	3E7X1	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.